

Approved For Release 2002/07/09 : CIA-RDP55-00001A000100140019-1



Approved For Release 2002/07/09 : CIA-RDP55-00001A000100140019-1

~~SECRET~~

SECURITY INFORMATION

16 November 1951

MEMORANDUM FOR: DIRECTOR OF TRAINING

FROM: Training Officer, OSO

Subject: Survey of Non-O/TR Activities in OSO

Reference: Request for Survey of Non-O/TR Training Activities
at Meeting 16 October 1951

1. Training, other than O/TR courses, given to OSO personnel is set forth below. This report has been keyed to the outline presented in your "Draft Specifications for Survey of non-O/TR Training Activities" dated 17 October 1951.

- Category 1. No formal area training is conducted within OSO. Each branch or division requires a certain amount of material to be reviewed while employees are working on the job.
- Category 2. No training in intelligence methods and techniques is conducted in OSO.
- Category 3. Only one division offers language training. This is a beginner's course in Russian conducted only for personnel assigned to that division. The classes are small and are limited to a division personnel; no persons in other OSO divisions are permitted to take part in them. The classes are conducted after office hours by a member of the division and each course runs for three months. Instruction and student attendance is on a voluntary basis. This training was developed because of the lack of a secure method for obtaining Russian language training for covert operational personnel. It is a continuing program limited to six students per course.
- Category 4. No formal administrative training is conducted within OSO.
- Category 5. Besides training given OSO personnel in TR(C), on-the-job training is given to all OSO employees, designed to fit the individual's specific needs.

The OSO Records Section conducts on-the-job training

~~SECRET~~

SECRET

SECURITY INFORMATION

for all of their new employees according to a set schedule, depending upon the employee's grade and assignment. Training requires from one to several weeks and involves briefing and/or training in some or all of the various units within the Records Section. The other divisions of OSO often send new employees (or personnel who have not previously received the training) to Records Section for briefing or on-the-job training when those persons will themselves be required to use the facilities of the Records Section in the course of their own work. The number of trainees from other divisions varies according to the current needs of each office; it would be difficult, if not impossible, to report exact numbers thus trained, either in total or on a periodical average. Persons in charge of the units in the Records Section generally indoctrinate the new employees on the functions of their own unit, but the Training Liaison Officer of Records Section is primarily responsible for the briefing and training conducted therein.

25X1A9A

19 November 1951

ADDENDUM:

Attached hereto is a copy of a memorandum received this date from one of the divisions in OSO, outlining a training course that should be included under Category 5 of the foregoing report. A copy of the material covered in the course and further explanatory comments thereon will be forwarded to you in the near future. Re para 4 of the memorandum: when additional information has been received concerning the extension of the current program, you will be advised.

SECRET

Chief FDZ

9 November 1961

STAT

Proposed Training Course on the Treatment of Linguistic Problems
in Far East Intelligence Reports

1. Attached is the outline of a training course designed specifically to aid personnel unfamiliar with the Chinese language to cope with linguistic problems in reports from the Far East. It is also intended that the course serve generally as a guide for the standardization of procedures for dealing with Chinese personal and place names in FDZ reports, both in the field and at headquarters.
2. It is estimated that the material in the outline can be covered in three hours of instruction, and it is therefore proposed that the course be given in three one-hour lectures. This classroom instruction is meant to supplement the regular on-the-job training of personnel in the reports offices, where they will have the opportunity to apply these rules with intelligence and understanding.
3. To assist trainees in following the lectures and to provide personnel with a permanent guide, it is further proposed that a slightly modified version of sections IV and V be reproduced and distributed among all personnel to whom it would be of use.
4. An adjunct to this course is now in preparation. This second course is designed to give certain personnel sufficient training in the structure of Chinese characters to enable them to use the Chinese cable code book. Because of the complexity of the material and the difficulty of presenting that material comprehensibly in a reasonable amount of time, this course is frankly experimental. However, it is felt that such a course could be successful if properly organized and that the possible benefits to be derived therefrom warrant its attempt.